



COUNTY OF LOS ANGELES

CHIEF INFORMATION OFFICE

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May 30, 2003

To: Department Heads

From: Jon W. Fullinwider
Chief Information Officer

Subject: **BOARD CORRESPONDENCE**

As a follow-up to the Board Motion that all Board Correspondence (letters sent to three or more Supervisors) be placed on the County's web site for public access, I am providing the attached status report by department. While the Board took action well over a year ago to ensure public information is placed on the County's web site, many departments have either not implemented this capability or have not moved all their documents from their departmental web site to the central Board Correspondence repository site. Additionally, the link from departmental web sites was to be standardized to read "Board Correspondence." Currently, the link notation on many departmental web sites varies from this standard.

If your department is not fully compliant with placing all Board Correspondence on the central Board Correspondence web site or have not standardized on the standard link notation identified above, you are requested to do so no later than June 30th. While training has been provided to each department by ISD Information Technology Services, additional training, if required, can be obtained by contacting Crystal Cooper-Murrell at (562) 940-2910.

Usage Issues and General Information:

Each department should have a notation on their respective web site that reads "Board Correspondence." When "clicked on," the user should be transferred to the central Board Correspondence web site at "search.co.la.ca.us/omd." If you are using the new portal navigation bar, this link is already established and other than placing Board correspondence on the central web site, there is no other action that is required.

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All correspondence placed on the central Board Correspondence web site will be stored in a searchable PDF format. Board correspondence should not be stored in an HTML format as it cannot be indexed and searched with the search engine provided.

To read correspondence from the Board Correspondence web site, you need to have Adobe Reader software installed. While the majority of County departments have this software, some do not. If you do not have the Adobe Reader or the latest version installed, it is available free off the Internet. Note – beyond the Board Correspondence web site, over the next year, much of the correspondence you receive in a paper format will be placed on the County's new "List Server" and distributed in an electronic format. These documents will be stored in PDF format and will be readable only if the Adobe Reader software is installed on your PC. If a printed copy is required, the Adobe Reader provides a print option, which will allow the document to be printed on a local printer.

Some departments have expressed concern that they cannot have a signature affixed to a PDF document. While this is not true (ISD/ITS can demonstrate how this can be accomplished), it is not a requirement that Board Correspondence placed on the central web site have a signature as long as it is a true representation of the document sent to the Board offices.

JWF:jsl

Attachment

c: Each Supervisor
David E. Janssen, Chief Administrative Office
Executive Office/Board of Supervisors
Department CIO's & I/T Managers

P:\Final Documents\CIO\Brd Correspondence Web Site.doc

COMPARISON OF BOARD CORRESPONDENCE DOCUMENTS
Portal OMD Index v. Department Website Index

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Department / Commission	Documents On OMD					Documents On Dept Web Site	Link to OMD Search	Terminology Used on Dept Web Site
	as of 5/23/03	as of 2/19/03	as of 1/10/03	as of 12/13/02	as of 11/13/02			
Affirmative Action Compliance	0	0	0	0	0	0	No	Documents Submitted To BOS
Agricultural Commissioner/Weights & Measures	8	2	0	0	0	8	No	Public Records
Alternate Public Defender	0	0	0	0	0	0	No	No visible link on site
Animal Care & Control	0	0	0	0	0	1	No	Open Meeting Documentation
Arts Commission	0	0	0	0	0	0	No	No visible link on site
Assessment Appeals Board Commission	0	0	0	0	0	0	No	No visible link on site
Assessor	2	2	2	2*	3	N/A	Yes	Board Correspondence
Audit Committee	0	0	0	0	0	0	No	No known web site
Auditor-Controller	37	32	11	11	0	52*	Yes	Board Communications
Beach Commission	0	0	0	0	0	0	No	No visible link on site
Beaches & Harbors	34	23	20	19	17	N/A	Yes	Board Letters/Memoranda
BOS	0	0	0	0	0	0	No	No visible link on site
Business License Commission	0	0	0	0	0	0	No	No visible link on site
CASISAB	0	0	0	0	0	0	No	No visible link on site
CAO	761	568	500	462	306	N/A	Yes	Board Correspondence
Chief Information Office	75	51	42	37	33	N/A	Yes	Public Documents

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Department / Commission	Documents On OMD										Documents On Dept Web Site	Link to OMD Search	Terminology Used on Dept Web Site
	as of 5/23/03	as of 2/19/03	as of 1/10/03	as of 12/13/02	as of 11/13/02	as of 10/13/02	as of 9/13/02	as of 8/13/02	as of 7/13/02	as of 6/13/02			
Child Support Services	0	0	0	0	0	0	0	0	0	0	0	No	No visible link on site
Children & Families First/Prop 10 Commission	0	0	0	0	0	0	0	0	0	0	0	No	No visible link on site
Children & Family Services	35	0	0	0	0	0	0	0	0	0	53*	No	Board Communications
Citizens Economy & Efficiency Commission	0	0	0	0	0	0	0	0	0	0	0	No	No visible link on site
Civil Service Commission	0	0	0	0	0	0	0	0	0	0	0	Yes	
Commission For Children & Families	0	0	0	0	0	0	0	0	0	0	0	No	No known web site
Commission For Public Social Services	0	0	0	0	0	0	0	0	0	0	0	No	No visible link on site
Commission For Women	0	0	0	0	0	0	0	0	0	0	0	No	No visible link on site
Commission On Alcoholism	0	0	0	0	0	0	0	0	0	0	0	No	No known web site
Commission On Disabilities	0	0	0	0	0	0	0	0	0	0	0	No	No known web site
Commission On Human Relations	14	8	5	3	2	0	0	0	0	0	0	No	No visible link on site
Community Development Commission	40	0	0	0	0	0	0	0	0	0	80	No	Board Correspondence
Community & Senior Services	0	0	0	0	0	0	0	0	0	0	11*	Yes	Public Information
Consumer Affairs	32	27	25	23	20	20	20	20	20	20	20	No	Board Reports
Coroner	5	4	1	1	1	1	1	1	1	1	4	No	Public Information
County Counsel	72	61	57	53	32	32	N/A	Yes	Yes	Yes	Communications to the Board	Yes	Communications to the Board
Design Control Board Commission	0	0	0	0	0	0	0	0	0	0	0	No	No known web site

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Department / Commission	Documents On OMD						Documents On Dept Web Site	Link to OMD Search	Terminology Used on Dept Web Site
	as of 5/23/03	as of 2/19/03	as of 1/10/03	as of 12/13/02	as of 11/13/02				
District Attorney	12	9	9	9	9	N/A	Yes	BOS Correspondence	
Emergency Preparedness Commission	0	0	0	0	0	0	No	No visible link on site	
Employee Relations Commission	0	0	0	0	0	0	Yes		
Fire	103	79	14	9	2	N/A	Yes	Reports to the Board of Supvrs	
Grand Jury	0	0	0	0	0	0	No	No visible link on site	
Health Services	129	88	65	51	36	69 + 5 Attach	Yes*	Board Reports	
Human Resources	20	7	2	2	1	60	No	County Documents	
Internal Services	38	31	27	26	24	N/A	Yes	Public Documents	
Local Agency Formation Commission	0	0	0	0	0	0	No	No visible link on site	
Management Council	0	0	0	0	0	0	No	No visible link on site	
Mental Health	3	3	3	3	1	68*	No	Public Documents	
Military & Veterans Affairs	0	0	0	0	0	0	No	No visible link on site	
Museum of Art	0	0	0	0	0	0	No	No visible link on site	
Museum of Natural History	0	0	0	0	0	0	No	No visible link on site	
Office of Public Safety	2	2	2	2	2	3	No	BOS Recommended Actions	
Office of Small Business	0	0	0	0	0	0	No	No visible link on site	

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Department / Commission	Documents On OMD						Documents On Dept Web Site	Link to OMD Search	Terminology Used on Dept Web Site
	as of 5/23/03	as of 2/19/03	as of 1/10/03	as of 12/13/02	as of 11/13/02				
Ombudsman	0	0	0	0	0	0	No	No visible link on site	
Parks & Recreation	0	0	0	0	0	37*	No	Public Information	
Probation	14	13	0	0	0	N/A	Yes	Public Information	
Public Defender	7	6	5	5	5	N/A	Yes	Public Documents	
Public Library	13	5	2	1	1	N/A	Yes	Public Records	
Public Social Services	223	14*	111	111	97	174	No	Public Information Documents	
Public Works	1128	801	724	665	0	N/A	Yes	Board Communication	
Quality & Productivity Commission	0	0	0	0	0	0	Yes		
Regional Planning	14	9	7	4	1	N/A	Yes	BOS Correspondence	
Registrar-Recorder	42	33	0	0	0	55	Yes	RRCC Board Reports	
Sanitation Districts	0	0	0	0	0	0	No	No visible link on site	
Sheriff	9	0	0	0	0	0	Yes	Public Records	
Small Craft Harbor	0	0	0	0	0	0	No	No visible link on site	
Superior Court	0	0	0	0	0	0	No	No visible link on site	
Treasurer-Tax Collector	134	86	71	65	56	N/A	Yes	Board Correspondence	

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Department / Commission	Dept Staff Trained	Comments
Affirmative Action Compliance	Yes	11/7 - Link for <i>future</i> Board docs on dept web site
Agricultural Commissioner/Weights & Measures	Yes	
Alternate Public Defender	Yes	
Animal Care & Control	Yes	
Arts Commission	No	
Assessment Appeals Board Commission	No	Part of BOS dept web site
Assessor	Yes	* duplicate document removed
Audit Committee	No	
Auditor-Controller	Yes	* Increase in number of docs on dept web site; Dept web site utilizes std <i>Portal</i> navigation bars which contain a link to the OMD application
Beach Commission	No	Part of Beaches & Harbors dept web site
Beaches & Harbors	Yes	
BOS	Yes	SOP project
Business License Commission	No	
CASI/SAB	No	Commission reportedly disbanding although web site still exists as of 5/23/03
CAO	Yes	
Chief Information Office	Yes	

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Department / Commission	Dept Staff Trained	Comments
Child Support Services	Yes	Training completed 2/28/03.
Children & Families First/Prop 10 Commission	No	
Children & Family Services	Yes	*Increase in number of documents on dept web site
Citizens Economy & Efficiency Commission	No	
Civil Service Commission	No	Dept web page utilizes std <i>Portal</i> navigation bars which contain a link to the OMD application
Commission For Children & Families	No	
Commission For Public Social Services	No	Part of DPSS dept web site
Commission For Women	No	
Commission On Alcoholism	No	
Commission On Disabilities	No	
Commission On Human Relations	Yes	Documents are meeting agendas
Community Development Commission	Yes	see Reports>>CDC Reports; Training completed 4/9/03.
Community & Senior Services	Yes	*Increase in number of Board docs on web site; see Public Information>>View LACo Public Info
Consumer Affairs	Yes	
Coroner	Yes	see Branch Services>>Executive>>Public Information
County Counsel	Yes	
Design Control Board Commission	No	Part of Beaches & Harbors dept web site

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Department / Commission		Dept Staff Trained	Comments
District Attorney	Yes		
Emergency Preparedness Commission	No		
Employee Relations Commission	No		Dept web page utilizes std <i>Portal</i> navigation bars which contain a link to the OMD application
Fire	Yes		Also on web site: 51 documents on 'Archived Reports to the Board'
Grand Jury	No		
Health Services	Yes		* Web site has link to OMD but only for viewing other County Dept Board reports
Human Resources	Yes		see County Documents>>DHR Reports
Internal Services	Yes		
Local Agency Formation Commission	No		
Management Council	No		
Mental Health	Yes		see About DMH>DMH Public Docs; *increase in number on dept web site
Military & Veterans Affairs	No		
Museum of Art	No		
Museum of Natural History	Yes		
Office of Public Safety	Yes		
Office of Small Business	No		

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Department / Commission		Dept Staff Trained	Comments
Ombudsman		Yes	
Parks & Recreation	Yes	* Increase in number of Board docs on dept web site	
Probation	Yes		
Public Defender	Yes	see Public Info Access Policies>>Public Documents	
Public Library	Yes	1/10/03 - Link is to Public Info page [pub_info.htm] rather than OMD [search.co.la.ca.us/OMD]	
Public Social Services	Yes	2/03 - IDD requested to batch delete numerous docs due to errors/duplications	
Public Works	Yes		
Quality & Productivity Commission	No	Dept web site utilizes std <i>Portal</i> navigation bars which contain a link to the OMD application	
Regional Planning	Yes		
Registrar-Recorder	Yes	1/10/03 - Link to OMD but no docs checked in; docs appear only on dept web site	
Sanitation Districts	No		
Sheriff	Yes	5/23/03 - Link is to Public Info page [pub_info.htm] rather than OMD [search.co.la.ca.us/OMD]	
Small Craft Harbor	No	Part of Beaches & Harbors dept web site	
Superior Court	No		
Treasurer-Tax Collector	Yes		